# Nambrok Denison Primary School Parent Payment Policy

School councils are able to request voluntary payments or contributions for education items and services from parents and guardians for students in Victorian government schools for essential education items. Optional extras remain as a user pays basis and voluntary financial contributions can be requested. School Council review and approve Parent Payments prior to the commencement of each school year.

This policy ensures that:

* costs are kept to a minimum
* payment requests are clearly itemised under the three parent payment categories
* items that students consume or take possession of are accurately costed
* no student will be treated differently, denied access or refused instruction to the standard curriculum program for not making a payment or voluntary contribution
* access to enrolment or advancement to the next year level will not be withheld as a condition of payment for any of the three categories.

Nambrok Denison Primary School spends considerable time selecting the most appropriate items and services to meet the needs of our students.

**Parent Payment Categories**

**1. Essential education items** are those items or services that are essential to support the course of instruction in the standard curriculum program that parents or guardians are requested to make voluntary contributions to the school to provide or may provide themselves, if appropriate.

These items include:

* materials that the student takes possession of, including text books and student stationery
* materials for learning and teaching where the student consumes or takes possession of the finished articles (e.g. home economics, photography, catering)
* Access to online programs / platforms
* School swimming program

*School uniforms are compulsory and must be paid for in full before receiving items.*

**2. Optional extras** are those that are provided in addition to the standard curriculum program, and which are offered to all students. These optional extras are provided on a user-pays basis and if parents and guardians choose to access them for students, they will be required to pay for them. For example:

* transport and entrance for camps and excursions which are planned to support the learning programs

**3. Voluntary financial contributions** are for those items and services that parents or guardians are invited to make a donation to the school, for example for grounds maintenance, a library or building trust.

**Second–Hand Uniform Shop**

In order to support parents in meeting the costs of their children’s education the school

operates a second-hand school uniform shop.

**Other Support Options**

The school appreciates that families may sometimes experience financial difficulties in meeting requests for payments and contributions. A range of support options are available to assist eligible parents, including the State Schools Relief Committee and the Camps, Sports and Excursions Fund.

**Payment Arrangements**

Parents and guardians will be provided with early notice of payment requests for essential education items, optional extras and voluntary financial contributions (e.g. a minimum of four weeks notice prior to the end of the previous school year).

Costs will be kept to a minimum with payment requests/letters fair and reasonable. To further assist parents with payments, four payment options have been developed:

Alternative payment options are available through the school and parents are encouraged to make an appointment with the Principal to discuss circumstances and available options.

Payments for student and classroom requisites may be required prior to the commencement of the year in which the materials and services are to be used.

Payments for all other essential education items may be requested but not required prior to the commencement of the year in which the materials and services are to be used.

Payment requests to parents will be itemised and the category each items falls under will be clearly identified as an essential education item, optional extra or voluntary financial contribution.

Receipts will be issued to parents immediately upon making payment.

Reminders for unpaid essential education items or optional extras will be generated and distributed on a regular basis to parents, but not more than once a term.

Only the initial invitation for voluntary financial contributions and one reminder notice will be issued per year to parents and guardians.

All records of payments or contributions and any outstanding payments by parents and guardians are kept confidential.

**Evaluation:**

This policy will be reviewed annually.

**Ratified at School Council** February 2023